



Requests for Proposals (RFP)

Data Switches and Phone System

Released Friday, February 6, 2009

Saginaw Township Community Schools will accept sealed bids for labor and equipment to:

- (1) Replace its existing data network switches and/or**
- (2) Replace its existing phone system, along with annual maintenance on the new configuration.**

Bidders may submit proposals that address one or both projects listed in (1) and (2). Sealed bids will be opened and read aloud at the Board of Education office at Heritage High School, 3465 N. Center Rd, Saginaw, MI, 48603 at 2:00 pm on Wednesday, March 18, 2009.

Overview

Saginaw Township Community Schools (STCS) is accepting bids for labor and equipment to replace its existing Definity ProLogic PBX, Merlin Magix, and Partner phone systems. STCS plans to replace its existing phone system with an IP based phone system. STCS plans to also replace its data network switches district-wide. The objective is for STCS to obtain competitive bids from qualified bidders in a public forum. This bid is also available at www.stcs.org. (RFP and Bids link on the right navigation column)

STCS is a school district that serves Heritage H.S., White Pine M.S., 6 elementary schools (Arrowwood/Special Services, Hemmeter, Plainfield, Sherwood/Mackinaw Academy, Weiss, and Westdale), and a two-building Transportation/Building and Grounds/Nutrition Services facility. All quantities in this document are included for systems to serve these 9 facilities.

Locations

Heritage High School/Central Office **
3465 N Center Road
Saginaw, MI 48603

White Pine Middle School
505 N Center Road
Saginaw, MI 48638

Arrowwood Elementary
5410 Seidel
Saginaw, MI 48638

Hemmeter Elementary
1890 Hemmeter
Saginaw, MI 48638

Plainfield Elementary
2775 Shattuck
Saginaw, MI 48603

Sherwood Elementary/
Mackinaw Academy
3870 Shattuck
Saginaw, MI 48603

Weiss Elementary
4645 Weiss
Saginaw, MI 48603

Westdale Elementary
705 S Center
Saginaw, MI 48638

Transportation/Building & Grounds/Nutrition Services
3283 Fashion Square Blvd, Saginaw, MI 48603

** Heritage High School/Central Office is the “head-end” facility for the district’s data network and phone system.

Existing Voice Configurations

The STCS head end at Heritage High School is supported by a Definity ProLogic (R012i.00.1.221.1) phone switch with three (3) cabinets. Two (2) PRI circuits are currently in use with two hundred forty (240) direct inward dial numbers available throughout the district. Three (3) T1 modules connect to a RAD device that routes calls to and from seven (7) buildings. Caller ID capabilities are only available at the Heritage High School facility. Heritage/Central Office has five (5) lines directly connected to fax machines, security systems, and an electric meter separate from the PBX.

The Definity ProLogic system has the following configuration:

Port	Board Type	Code	Suffix	Vintage	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
01A01	PROCESSOR	TN2402			9	1	2	3	4		u	u																									
01A02	TONE/CLOCK	TN2182	B		1	1	2	3	4	5	6	7	8																								
01A03	ANNOUNCEMENT	TN750	C		9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17															
01A05	DS1 INTERFACE	TN464	G	HW02 FW005		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	u	u	u	u	u	u	u	u
01A06	DIGITAL LINE	TN2224			5	u	u	u	u	u	u	u	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24									
01A07	DIGITAL LINE	TN2224			5	1	2	u	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	u	20	21	22	23	24								
01A08	ANALOG LINE	TN746	B		10	1	2	u	4	5	6	7	8	9	u	11	12	13	14	15	16																
01A09	ANALOG LINE	TN746	B		10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																
01A10	ANALOG LINE	TN746	B		16	1	2	3	4	u	6	7	8	9	10	11	12	13	14	15	16																
01B03	DS1 INTERFACE	TN464	G	HW02 FW005		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	u	u	u	u	u	u	u	u
01B04	DIGITAL LINE	TN2224			5	1	2	3	4	u	6	7	8	9	10	11	12	13	14	15	u	u	u	u	u	u	u	u	u								
01B05	ANALOG LINE	TN746	B		10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																
01B06	ANALOG LINE	TN746	B		10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																
01B07	ANALOG LINE	TN746	B		10	1	2	3	4	u	6	7	8	9	10	11	12	13	14	15	16																
01B08	ANALOG LINE	TN746	B		16	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																
01B09	ANALOG LINE	TN746	B		9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																
01B10	ANALOG LINE	TN746	B		10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																
01C01	ANALOG LINE	TN746	B		13	1	2	3	4	5	u	7	8	9	10	11	12	13	14	15	16																
01C02	ANALOG LINE	TN742			19	1	2	3	4	5	6	7	8																								
01C03	ANNOUNCEMENT	TN750	C		9	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	u															
01C04	ANALOG LINE	TN793	B		5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24								
01C05	DS1 INTERFACE	TN464	G	HW02 FW005		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	u	u	u	u	u	u	u	u
01C06	CONTROL-LAN	TN799	D	HW01 FW011	u	u	u	u	u	u	u	u	u	u	u	u	u	u	u	u	u	17															
01C07	DS1 INTERFACE	TN464	G	HW02 FW005		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	u	u	u	u	u	u	u	u
01C09	DS1 INTERFACE	TN464	G	HW02 FW005		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	u	u	u	u	u	u	u	u
01C10	CALL CLASSIFIER	TN744	D		3	1	2	3	4	5	6	7	8																								

White Pine Middle School and the six (6) elementary facilities have Merlin Magix (4.0 v7.0) phone switches. Twenty (2) additional lines are used for fax machines, security systems, and electric meter connections.

Eight (8) Octel 100s provide voice mail capability at each location, excluding Transportation/ Building & Grounds/Nutrition Services (where there is a stand-alone Avaya Partner phone switch with voice mail.)

There are approximately 600 extensions connected to the main Definity ProLogic switch:

Phone Type and Count Chart

Building	Phone types	Count
Heritage/Central Office Administration	6424 Digital	50*
Heritage Classrooms	8101 Analog	145
Heritage Press Box	8101 Analog	15
White Pine Administration	MLX Digital	14*
White Pine Classrooms	8101 Analog	113
Arrowwood/Special Services Administration	MLX Digital	15*
Arrowwood Classrooms	8101 Analog	44
Hemmeter Administration	MLX Digital	4**
Hemmeter Classrooms	8101 Analog	30
Plainfield Administration	MLX Digital	4**
Plainfield Classrooms	8101 Analog	33
Sherwood/Mackinaw Academy Administration	MLX Digital	7*
Sherwood/Mackinaw Academy Classrooms	8101 Analog	50
Weiss Administration	MLX Digital	4**
Weiss Classrooms	8101 Analog	26
Westdale Administration	MLX Digital	4**
Westdale Classrooms	8101 Analog	25
Building & Grounds/Nutrition Services	Office phones	11*
Transportation		6
Total	Digital	113
Total	Analog	487

* Digital phones wired at building as follows.

- Heritage: 29 – IDF 2; 18 – IDF 1; 3 – IDF 4
- White Pine: 8- MDF; 2 – IDF 1; 2 IDF 2, 2 IDF 4
- Arrowwood: 15 – IDF 1
- Sherwood/Mackinaw Academy: 4 – MDF; 3 IDF 1

** Digital phones wired to main MDF only.

Direct Inward Dial Assignments

Heritage High School/Central Office	8000-8099	100
White Pine Middle School	8150-8199	50
Sherwood Elementary/Mackinaw Academy	8330-8349	20
Hemmeter Elementary	8360-8369	10
Plainfield Elementary	8400-8409	10
Weiss Elementary	8440-8449	10
Westdale Elementary	8480-8489	10
Arrowwood Elementary/Special Services	8520-8549	30
Total		240

Main Phone Number Assignments

- Heritage High School (989) 799-5790
- Heritage Athletic Department (989) 797-1809
- Heritage Attendance Office (989) 799-1080
- Heritage Athletics Fax (989) 797-1821
- Heritage Attendance Fax (989) 797-1811
- Heritage Student Activities Fax (989) 797-1812

- Central Office (989) 797-1800
- Community Education (989) 797-1847

- White Pine Middle School (989) 797-1814

- Arrowwood Elementary (989) 797-1835
- Hemmeter Elementary (989) 797-1832
- Plainfield Elementary (989) 799-7630
- Sherwood Elementary (989) 799-2382
- Weiss Elementary (989) 793-5226
- Westdale Elementary (989) 797-1827

- Mackinaw Academy Alternative Education (989) 799-8470
(located at Sherwood Elementary)

- Building & Grounds (989) 793-9711

- Nutrition Services (989) 793-9713

- Special Services (989) 799-5511

- Transportation (989) 797-1840

Desired Voice Configuration

STCS is looking for a centralized call processing solution. The systems primary site will be located in the head end at Heritage High School/Central Office facility. All other buildings must have remote site survivability using one or more provided connections at that site. STCS also desires to have the ability to activate another PRI connection if needed.

Operating System

STCS requires that the operating system used for the primary common controller is optimal for the call processing and operational demands of a real time communication system. The operating system must be transparent to the system administrator and based upon a secure and flexible design for future system development and expansion.

508 Compliance

All phones and peripheral equipment shall be manufactured in accordance with Federal Communication Commission (FCC) hearing aid compatibility technical standards contained in Section 68.316 and the Telecommunication Act of 1996 and Section 508 of the Rehabilitation Act of 1973, as amended.

Direct Inward Dial

STCS currently uses Direct Inward Dialing. The new system must support Direct Inward Dial for each digital phone user as well as a Direct Inward Dial FAX number for each fax location. The selected vendor will need to work with STCS staff and the telecommunications provider in setting up and configuring these services.

Extension Numbering Plan

The current system is using 4 digit extensions. Selected vendor must work with STCS staff to maintain the current extensions numbering plan or provide mapping of old to new extensions if necessary.

Extension Mobility

The proposed solution must support users logging into remote phones as if they were at their own phone.

Unified Messaging

The proposed solution must include a single, centrally located Voiced Messaging System for all station users across the network with the following services in mind:

Voice Mail needs to be able to support all existing users with adequate resources to support 25% growth as well as all new features that the current system does not support. System also must support multiple automated attendants. It is a requirement that mailboxes be available from any location.

Existing Cat 3 and Cat 5 Wiring

Saginaw Township Community Schools is currently using a combination of Category 3 and Category 5 wiring throughout the district:

Arrowwood, Sherwood, Heritage High School – Category 3
Hemmeter, Plainfield, Weiss, Westdale, White Pine Middle School – Category 5

The proposal must address your ability to provide phone service using this current infrastructure and designate the telephone types that are available. Provide a network assessment to ensure the existing infrastructure will support the proposed system or, if necessary, propose any necessary modifications.

Punch Blocks and Patch panels

Saginaw Township Community Schools is currently using a combination of punch blocks and patch panels for its phone system throughout the district:

Hemmeter, Plainfield, Weiss, Westdale, Heritage High School – punch blocks
Arrowwood, Sherwood, White Pine Middle School – patch panels

The proposal must address your ability to provide phone service using this current infrastructure, or, if necessary, propose any necessary modifications.

Power

All wired phones and access points are to be powered via POE from the switch closet and have a minimum of 30 minutes of backup power. The awarded vendor is responsible for supplying all power injection equipment and backup power equipment if not already available. *Note: The head end at the Heritage High School facility does have a backup generator. The backup generator can be considered for this building but sufficient power for the transition to generator may still be required.*

Local Survivability

If a single, centralized common control complex for primary call processing operations is proposed, each remote STCS location must be able to support a secondary local controller or an alternative PSTN trunk interface link for continuation of call processing and basic communication operations in the event of the WAN not being available.

Emergency/911

Emergency 911 calls must be routed and reported to the correct 911 center for the physical address that the call is placed from. In the event of network or central site failure 911 calls must be routed out the local PSTN connection and take precedence over all other traffic on that line.

Malicious Call Trace

The solution proposed must be able to handle malicious call tracing.

Intercom

All schools currently have an existing intercom system independent of the phone system. As a backup to the existing intercom systems, please describe intercom capabilities that may be available through this new phone system and list alternate pricing for any added costs that would be incurred to offer the intercom option.

Meet Me Conference

Ability to support Dial in multi-point conferences should also be included.

Call Detail Reporting

System must provide the ability to record call records as they move through the system for both internal and external users and provide easy means of retrieval.

System Monitoring & Diagnostics

- Describe the diagnostic tools available.
- Describe the remote diagnostics available.
- Describe the system monitoring report(s) available from the system.
- Describe the system alarms and alarm notification available from the VOIP PBX.
- Include alternate pricing for any additional monitoring & diagnostics tools not already included.

Handsets

We have included approximate numbers of each type of handset but may choose to modify which type of handset based on vendor responses and user needs. Please quote the handsets listed as the base bid and include line item prices for each type of handset offered so adjustments can be made as needed.

Future Expansion

Phone system as provided must be configured to allow for a minimum of 25% growth in the number of handsets in each location and 25% growth in the number of voice mail boxes with no additional hardware beyond the handsets needing to be purchased.

System Management and Control

STCS requires that the proposed communications system is able to support basic and advanced systems management and control capabilities. It is required that all diagnostics, maintenance, administration, and monitoring operations be supported by a centrally maintained database. The proposed system must support open standards such as LDAP and SNMP. If required, all systems must be accessible by technicians and administrators through local and remote PC clients via a LAN/WAN connection, including a web browser connection using Internet access services.

Existing Data Configuration

STCS currently shares fiber interconnecting each of its eight buildings. Please refer to the attached graphic for a general layout of the network.

There is single-mode fiber running from the MDF at each remote campus to the district head-end at Heritage, except for the Transportation/Buildings & Grounds location. There are three (3) pair of fiber: one (1) used for data; one (1) used for phones; and one (1) dark.

There is single mode fiber running from the MDF at the Transportation office to the MDF at Plainfield Elementary. There are six (6) pair of fiber: one (1) used for data and five (5) dark. They currently have their own phone system.

There is multi-mode fiber running from the MDF to most IDF's at each campus. There are six (6) pair of fiber, One (1) or more pairs are currently used for data. Exceptions include two Lab IDF's at Heritage High School, One at Mackinaw, and the Buildings & Grounds IDF all of which are connected via cat5 cabling.

STCS anticipates using the existing infrastructure.

Servers and network services are housed at the Heritage High School/Central Office facility in a secured climate controlled room with generator backup power.

Data Network Requirements

- I. 10/100/1000 for standard desktop connectivity and server connections.
- II. 10/100/1000 with PoE for estimated IP camera, wireless access point, ports and VOIP phones as proposed by vendor. Minimum one(1) PoE switch per rack.
- III. Please provide pricing for 10/100/1000 with PoE connectivity to all ports as an option outside of base bid.
- IV. Minimum Gigabit connections from Head-End to all MDFs and from MDFs to all IDF's, including those going over Cat5 copper.
- V. Please provide pricing for 10 Gigabit connections from Head-End to all MDFs as an option outside of base bid.
- VI. Please provide pricing for 10 Gigabit connection from Head-End to the White Pine MDF as an option outside of base bid.
- VII. The MDF locations require the ability to support 10 Gig Ethernet. While 10 Gig Ethernet will not be utilized upon the initial deployment, the proposed switch in the MDF needs to be able to support a 10 Gig Ethernet interface for future capabilities.

Data Network Design, Configuration, and Implementation

- I. Vendor is responsible for complete configuration of data network, but STCS reserves the right to contract with a third party, or self install.
- II. Configuration includes, but is not limited to, network redesign, sub-netting, creation of VLANs (voice, data, video, wireless, etc), and other setup required to optimize network performance, security and QOS.
- III. STCS Network Admin must be included in network configuration. Knowledge transfer that takes place during setup will be considered part of training.

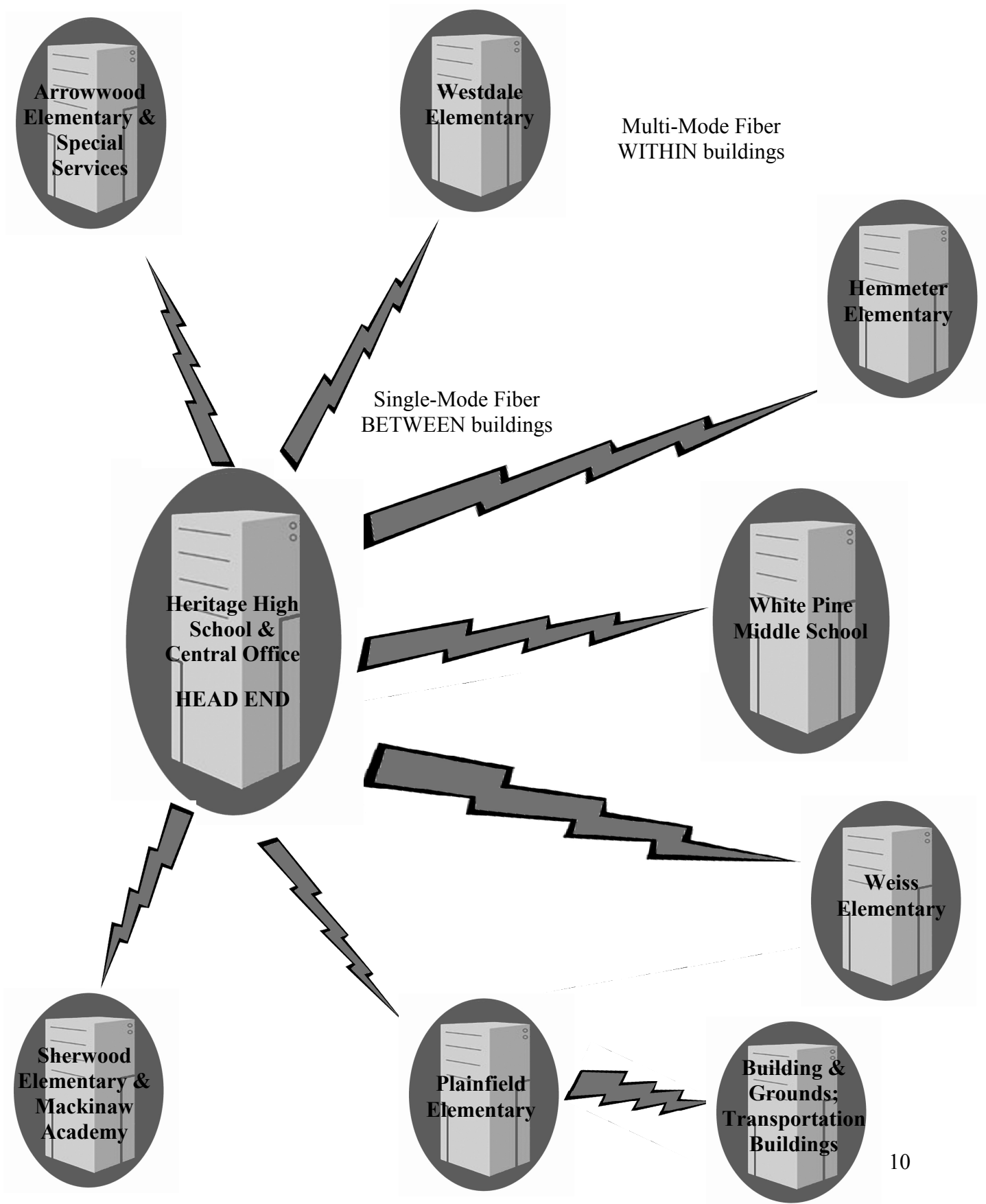
Data Hardware Support

- I. Base bid is to include spare switch/switches and/or modules to allow the owner to provide self maintenance on the LAN equipment. Bid should indicate any items that would be cost prohibitive to replicate.
- II. As an option, the contractor shall provide pricing for a standard next-business-day, advance hardware replacement program from the manufacture for a period of one-year. This system warranty shall commence on date of substantial completion as certified by the owner.

Data Network Management

- I. Included in base bid, Vendor is to provide software and licensing costs for manufacture's configurable network management suite. This network management software application must be able to perform the following tasks, including but not limited to:
 - a. Provide dynamic reporting and comprehensive network summary reports.
 - b. Real-time data monitoring and statistics with display and reporting options.
 - c. Detailed topology view with alarm integration.
 - d. Ability to back-up and push down configurations to switches.
- II. Vendor to install network management software on customer supplied server.

For diagram of the infrastructure at each building, see Appendix A & Appendix B



Project Management

- Project Plan - Bidders are required to supply a complete description of the key activities required for the installation of the proposed system.
- Project Organization Chart - In the project plan, the bidder will include a project organization chart with the reporting relationships of project team members and other key personnel.
- Transparency - It is essential that the installation of the new system be as transparent as possible to the users. Any interruption in telephone service must occur off hours or be approved ahead of time by the STCS project manager. Any interim changes in dialing procedures must be kept to a minimum and must be preceded by end user notification/training. There should be no perceived degradation in the quality of service.
- Responsibility Matrix and Project Schedule - A master project schedule must be included, along with a work responsibility matrix, identifying the tasks the vendor will perform and the tasks STCS is expected to perform to successfully implement the new system.

Installation Requirements

- Responsibility - The selected vendor is solely responsible for the complete turn-key engineering and integration of the new telecommunications system and all interconnecting facilities.
- Initial Work - Vendor will perform station reviews, data base preparation, and original program initializations.
- Telco Coordination - Vendor will work with STCS staff to identify and coordinate any telecommunications changes required with STCS's telecommunications provider

Facility Requirements

- Bidders must furnish all space, power, and environmental requirements for the proposed telephone system and voice messaging equipment.
- Space – Provide the physical dimensions and rack space requirements of the proposed equipment.
- Power - All power requirements, including any special conditioning or grounding requirements.
- Heat - Vendor must provide heat dissipation for proposed switch rooms and the recommended safe temperature operating range for the proposed system.
- Network – Provide requirements for needed network ports/resources for applications servers, call control servers, and gateways.

Training

The Vendor shall provide for and explain all aspects of:

- System installation.
- Four sessions of in-house/hands-on live end user phone training with training materials that can be reproduced and used by STCS staff members to deliver additional training sessions.

- System administrator training for a minimum of three (3) staff members.
- Include list of recommended manufacture training with price as alternate item.
- On-site support during and after cutover (project manager and trainer).
- A separate class will be held to train all primary telephone attendants in 2 separate sessions.

The Vendor will provide all training documentation to include:

- Manufacturer's Training Manuals for System Administration Training
- Manufacturer's Training Manuals for Telephones
- Manufacturer's Training Manuals for Voice Mail and Auto Attendant
- New Extension Lists if needed
- Customized training documentation (i.e. Uniform Dialing Plans, Network Dialing Plans, Automated Attendant Numbers, etc...)

All documentation will be available for each user at the time of training.

Documentation

Each vendor shall be responsible for providing thorough, timely documentation on all hardware and software. The documentation shall include but not limited to:

- Equipment description, Equipment make and Model number
- Software release
- Date installed
- Manufacturer's warranty
- Maintenance contract terms
- Verification of maintenance contract engagement
- Telephone numbers for service and support throughout length of maintenance contract

Testing and Acceptance

The equipment will be installed and tested in a professional manner by manufacturer trained and qualified personnel.

- The vendor will be responsible to provide all required installation material.
- The vendor shall furnish, install and configure all equipment at the locations identified by STCS.
- The vendor shall present and work with the school appointed technical lead person to develop the best possible configuration scheme to allow seamless integration into the existing network(s).
- The vendor shall be responsible to acquire all test equipment(s) and miscellaneous installation material to bring the Telecommunications System "in service".
- The vendor shall install and test all components in accordance with the manufacturer's written policy and guidelines.
- The vendor shall keep the work place clean and tidy. All disposable material, debris, etc shall be disposed, in accordance with manufacturers, school and state guidelines.

- STCS reserves the right to request the vendor to simulate network traffic tests to verify that the proposed devices meet or exceeds the manufacturers published specifications.
- The vendor shall furnish, install, and configure the Telecommunications System Management Software and any required hardware to effectively manage the entire phone system from a central location.
- All system hardware and software features and configuration shall be tested in cooperation and under the supervision of the STCS's project manager or designee.

Final acceptance of the system shall be in writing by STCS after 30 days of error free operation. Error free implies no outstanding issues, or downtime and full contract functionality.

STCS reserves the right to reject solutions that do not satisfy the requirements of this document. Any requirements that can not be met must be clearly noted as exceptions in the bidder's response to this RFP.

Maintenance

Please include 3 year extended hardware and software maintenance and support contracts on all core components of the system in the bid. Hardware maintenance on end user devices is not required for this bid but can be included as an optional alternate. Vendors are also encouraged to offer other options on contract terms and conditions as optional alternates.

Submitting Bids

Bidders must submit three (3) copies of their sealed bids to STCS on or before 2:00 p.m. on Wednesday, March 18, 2009, at which time all bids will be opened and read aloud. Late bids will not be accepted or considered by STCS. Bidders are welcome to attend the bid opening.

All bids must be inclusive of any shipping or other costs and expenses. The cost to prepare the bid and any costs not expressly included in the bid are the responsibility of the bidder. STCS is a tax-exempt public school and will provide a copy of its tax-exempt certification if requested.

The format of the bid response is left to the discretion of the respondent, but must clearly and completely answer all requirements of the bid. A one page cost summary listing each category and providing separate prices for base bid and each alternate is preferred.

All bids must be delivered to STCS as follows:

Attn: Jim Mitchell – Information Technology Director
Saginaw Township Community Schools
Board of Education Office
3465 N Center Road
Saginaw, MI 48603

Pre-bid meeting(s)

To ensure complete access to information and to confirm the data provided by STCS staff, bidders are invited to attend one or both pre-bid meetings at STCS's offices, 3465 N Center Rd., Saginaw, MI 48603. Each meeting will begin in the Board of Education office. The first meeting

will begin at 1:30 pm on Wednesday, February 18, 2009. Another meeting will begin at 9:30 am on Thursday, February 19, 2009.

Any questions regarding this bid request must be directed in writing to Jim Mitchell at the above address, via email at jamitch@stcs.org, or fax at (989) 797-1801. Any and all subsequent addendums to the RFP will be posted STCS's web site at www.stcs.org under the RFP and Bids link. The addendums posted on the website will be considered part of the bid documents; bidders agree to comply with new information that may be provided on the website by the date and time specified. All bidders are responsible for ensuring that their final bid conforms to any posted addendum. Any exceptions to requirements in this document or any addendum posted on the web site must be clearly noted in vendors bid response and can be considered by STCS in their review and selection of the successful bidder.

Bidders are required to include a signed original and notarized original copy of the attached Affidavit of Bidder form disclosing familial relationships with its employees and STCS's superintendent and Board of Education. Failure to complete this document will result in disqualification of bid.

Bid Award

The bid will be awarded to one or more bidders at the discretion of STCS. STCS reserves the right to accept or reject any and all bids, in whole or in part, to waive any irregularities in the bid process and to negotiate contract terms, in its sole discretion. The decisions of the STCS are final and bidders have no right to appeal any such decisions.

There will be three (3) general principles that will govern the RFP review, evaluation, and selection process:

- Clear and complete responses to the RFP requirements
- Satisfactory responses to STCS issues and system performance requirements
- Best value cost solution
- Demonstrated and documented performance

The proposed system must be based on the manufacturer's most current hardware and software releases and may not include any used and/or refurbished equipment.

STCS intends to award the bid at its regularly scheduled Board meeting on Monday, April 13, 2009. It is STCS's intent for all work to be completed by July 31, 2009, unless alternate timelines are agreed upon by both parties. Please provide a proposed schedule of work starting with bid award and clearly indicate any dependencies on documents or signatures required by STCS. Bidders shall note that work on the phone switch/data network that will affect our ability to make and receive calls or access critical data system (SIS, Finance, etc.) should be minimized, and must be coordinated with STCS administration.

Prevailing Wages

Prevailing wages are required for this project, where applicable.

Handling of Currently Installed Equipment (removal/buy-back, etc...)

Please include in your proposal a plan of how to handle the removal of the current phone equipment. Costs savings from buying back and/or the return of current phone and data equipment is encouraged. Vendor should document intent to reuse existing STCS equipment.

Warranty

The Vendor warrants to STCS that the hardware and software furnished under the contract will be of good quality, subject to manufacturer warranties and new unless otherwise required or permitted by STCS. Unless the parties agree otherwise, the Vendor extends a warranty for a period of one-year commencing on the date of the final payment made. The Vendor warrants that the work will be free from defects not inherent in the quality required or permitted. Vendors shall specify the exact periods of on-site warranty coverage for both parts and labor for all equipment and software quoted. Vendor also must state what is covered by the existing warrantee.

Operating Costs

Vendor shall as part of bid response, provide annual operating costs for the first 5 years. This includes but is not limited to hardware/software warranty, maintenance, support, and licensing.

Potential for bonds

Bidders will be required to supply 5% bid bond and a 100% performance, labor, and material bond on their work. The requirement of this bond is at STCS's sole discretion, and vendors shall provide either a fixed dollar amount or percentage of total project cost to secure bond protection in their bid response.

Non-Discrimination and Assistance

The Board of Education of Saginaw Township Community Schools complies with all federal and state laws and regulations prohibiting discrimination, including the requirements of the United State Department of Education and the Michigan State Department of Education.

It is the policy of the Board that no person on the basis of race, color, religion, sex, age, national origin, ancestry, height, weight, marital status, familial status, political belief or affiliation, disability, handicap or legally protected classification shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program, employment practice, or activity for which it is responsible or for which it receives federal or state financial assistance.

If you would like to attend and require assistance or accommodations to participate in the bid opening or award meeting, please contact Jim Mitchell at (989) 399-8050 at least 72 hours before the meeting.

Saginaw Township Community School District Standard Instructions to Bidders

1. Read, Review and Comply: It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.
2. Receipt and Opening of Bids: Sealed bids will be accepted upon receipt in the Board of Education Office, Saginaw Township Community School District, 3465 North Center Road, P.O. Box 6278, Saginaw, MI 48608, until the time indicated on the attached Invitation to Bid for the goods or services listed in the specifications and will be publicly opened and read aloud.
3. Form of Bid: Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
4. Submission of Bids:
 - A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title of the project, and the date and time of the scheduled bid opening.
 - B) Any bid received after the scheduled opening time will not be accepted.
 - C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
 - D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
 - E) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the bid opening.
 - F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
 - G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the School District for the premature opening of a bid not properly addressed or identified.
 - H) If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.
5. Brand Names: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are used, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a pre-qualified list or the term "only", "no exceptions", or similar phrase is included.
6. Taxes: The Saginaw Township Community School District is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the School District is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be

exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

7. Acceptance of Bids: The Saginaw Township Community School District will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.

8. Saginaw Township Community School District's Rights: The Saginaw Township Community School District reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the School District best interests. The School District reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified, and subsequent thereto.

9. Delivery: Bids shall include all delivery charges with terms of Freight Prepay – FOB Saginaw, MI. Title shall not transfer to the School District until receipt.

10. Laws: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.

11. Disclosure: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.

12. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

13. References: References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

14. Samples: Samples may be requested as a part of this solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at the bidders expense. Bidders request for return of samples must be made not later than the date on which they are furnished. Bidder shall label each sample individually with bidders name and item number.

15. Payment Discounts: Cash discounts may be considered in determining the successful bidder. If a cash discount is offered and accepted it will be considered earned if paid within 30 days after receipt of the correct invoice or acceptance of goods, whichever is later.

16. Indemnification: The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

17. Certificate of Insurance: Saginaw Township Community Schools requires all contractors to procure and maintain for the duration of any work performed, commercial general liability with Saginaw Township Community Schools listed as additional insured. The preferred limit for general liability is \$1,000,000. Also required is workers' compensation insurance with Saginaw Township Community Schools listed as certificate holder. Saginaw Township Community Schools prior to the beginning of work for the district must receive your certificate of insurance.

18. Familial Disclosure: All bids are required to be accompanied by a sworn and notarized Affidavit of Bidder disclosing any familial relationship that exists between the bidder and the District personnel or Board members. Any bid that does not include the sworn and notarized Affidavit of Bidder will not be accepted (pursuant to MCL 380.1267(3)(d). PLEASE NOTE THAT THE INCLUDED **AFFIDAVIT OF BIDDER** FORM MUST BE COMPLETED, NOTORIZED, AND RETURNED WITH YOUR BID.

The following section must also be completed and returned with your bid (but not notarized).

Section A.

_____ has received, reviewed and is thoroughly
Bidder (please print)
familiar with the Standard Instructions to Bidders. _____
Bidder (please print)

understands and agrees to abide by each and all of the stipulations and requirements contained therein.

_____	_____
Authorized Signature	Date

Printed Name	

Cover Page and Pricing

Saginaw Township Community Schools: Response to **Requests for Proposals (RFP)**

Data Switches and Phone System

Please use the following form as the cover page to your response.

Company Name _____

Name of Company Contact Person _____

Company Address _____

City _____ State _____ Zip _____

Main Phone Number of Company _____

Contact Person's Phone Number _____

1. Response is to: ____ phone system only ____ data switches only ____ both
2.
 - A. Base System Pricing page (include on next page)
 - B. Optional System Pricing page (if proposed, submit on page with or after Base System Pricing page)
3. Identify the IP telephony communications systems model(s) being proposed in response to the RFP and provide a diagram of the systems solution, including and identifying the major solution elements.
4. Vendor shall as part of bid response, provide annual operating costs for the first 5 years. This includes but is not limited to hardware/software warranty, maintenance, support, and licensing (submit on subsequent page).
5. Materials List and Unit Price Details – submit as an attachment a list of supporting materials and unit prices for system components, hardware, optional items, and labor or required installation.
6. Please include a list of other school districts where this solution has been installed and is in use.

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Saginaw Township Community Schools (the "School District") advertisement for bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ (the "Bidder") and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationship:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
) ss.
County of _____)

This instrument was acknowledged before me on the _____ day of _____, 2008, by

_____.

_____, Notary Public

_____ County, Michigan

My commission Expires: _____

Acting in the County of: _____

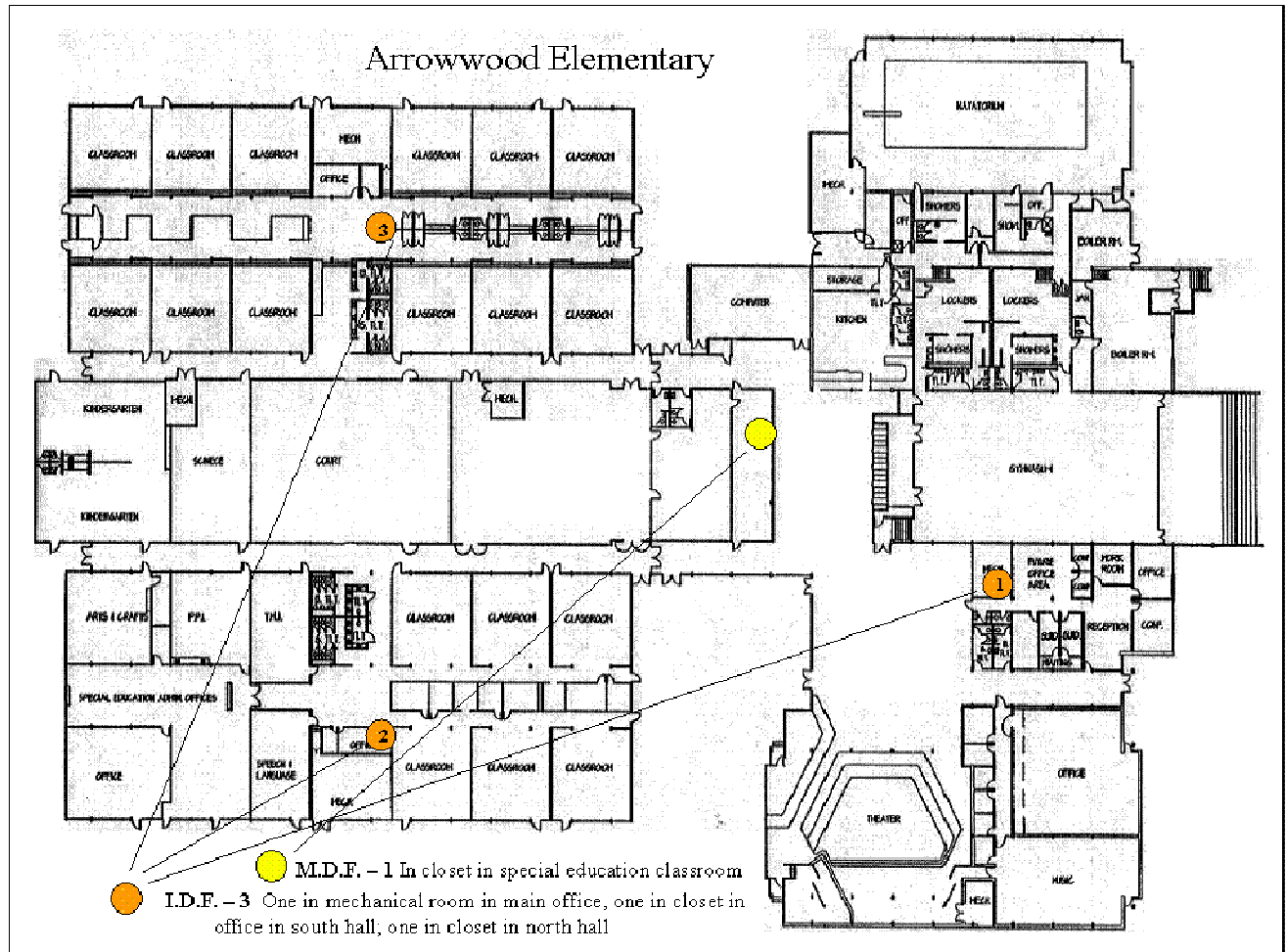
Appendix A

Wiring Closet Summary

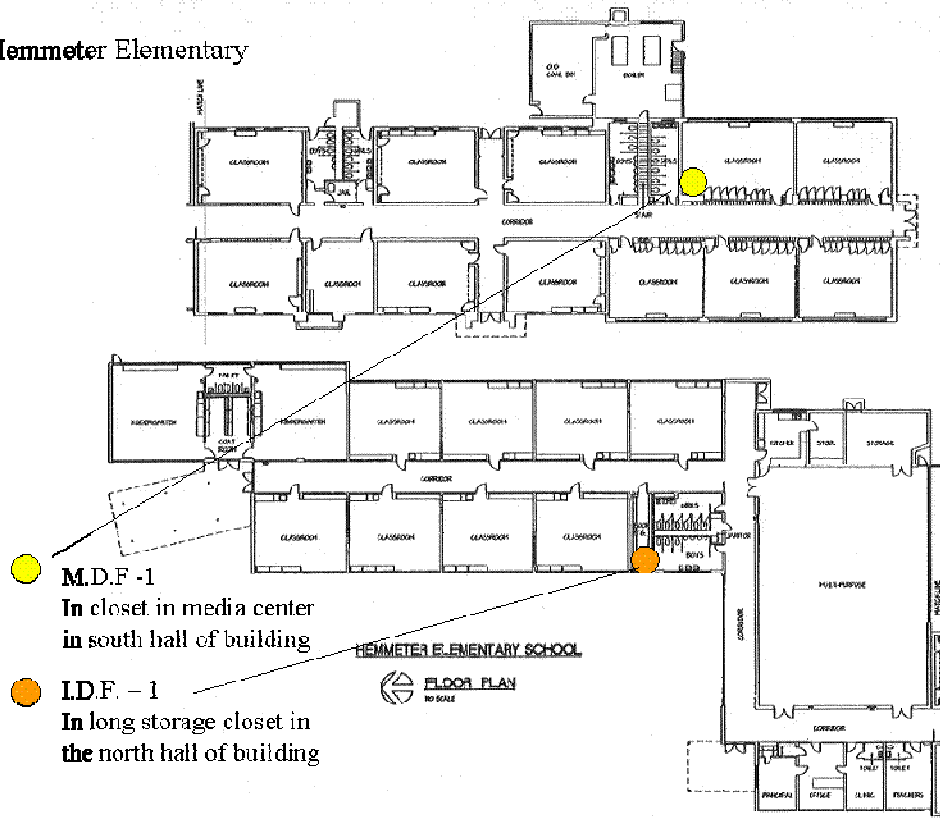
Building	IDF/ MDF	Wing	Location	Connection	Connected to	SM Fiber Ports	MM Fiber Ports	Data Ports	Camera Ports (est)	Wireless Ports (est)	Total
HHS-Heritage H.S.(485)											
	MDF	District Headend	Basement	SMF - 6 Strands	Saginaw ISD	8	8	48			48
	IDF-1	East	Student Center	MMF - 12 Strands	HHS MDF		1	163	32	25	220
	IDF-2	North	Central Office	MMF - 12 Strands	HHS MDF		1	145	30	25	200
	IDF-3	North	Marketing	Cat5 Copper	IDF-2			80			80
	IDF-4	South	Teacher Lounge	MMF - 12 Strands	HHS MDF		1	104	20	20	144
	IDF-5	South	Lab 310	Cat5 Copper	IDF-4			74			74
	IDF-6	West	Locker Room	MMF - 12 Strands	HHS MDF		1	13	14	10	37
	IDF-7	Press Box	Press Box	MMF - 12 Strands	HHS MDF		1	18	9	1	28
WPMS-White Pine M.S. (228)											
	MDF	Centers	Media Center	SMF - 6 Strands	HHS MDF	1	6	98	15	4	117
	IDF-1	East	Lab	MMF - 12 Strands	MDF		1	144	9	7	160
	IDF-2	South	Office	MMF - 12 Strands	MDF		1	78	8	5	91
	IDF-3	South	Addition	MMF - 12 Strands	MDF - thru IDF-2		1	99	5	5	109
	IDF-4	West	Office	MMF - 12 Strands	MDF		1	126	9	7	142
	IDF-5	Auditorium	West Catwalk	MMF - 12 Strands	MDF		1	12	4	4	20
	IDF-6	Gym	Men's Locker Room	MMF - 12 Strands	MDF		1	6	8	5	19
AWE-Arrowwood Elementary (106)											
	MDF	Center	Lounge	SMF - 6 Strands	HHS MDF	1	3	96		3	99
	IDF-1	Center	Main Office	MMF - 12 Strands	MDF		1	25	1	5	31
	IDF-2	South	Office 220	MMF - 12 Strands	MDF		1	24		4	28
	IDF-3	North	Commons	MMF - 12 Strands	MDF		1	32		4	36
HME-Hemmeter Elementary (101)											
	MDF	South	Media Center	SMF - 6 Strands	HHS MDF	1	1	69		6	75
	IDF-1	North	Storage Closet	MMF - 12 Strands	MDF		1	30	1	6	37
PFE-Plainfield Elementary (103)											
	MDF	Center	Music Room	SMF	HHS MDF	2		117	1	10	128
SWE-Sherwood Elementary (107)/ MAC-Mackinaw Academy(486)											
	MDF	North	Gym	SMF - 6 Strands	HHS MDF	1	2	72	1	8	81
	IDF-1	Theater	Behind Stage	MMF - 12 Strands	MDF		1	47		4	51
	IDF-2	L-Wing	Hall Closet	MMF - 12 Strands	MDF		1	24		4	28
	IDF-3	Mackinaw	Office (NEW)	Cat5 Copper	IDF-1			52	12	4	68
WSE-Weiss Elementary (104)											
	MDF	North	Work Room	SMF - 6 Strands	HHS MDF	1	1	27	1	10	38
	IDF-1	North	Speech Room 212	MMF - 12 Strands	MDF		1	56			56
WDE-Westdale Elementary (105)											
	MDF	East	Counseling	SMF - 6 Strands	HHS MDF	1		114	1	10	125
TRN-Transportation/ B&G-Buildings & Grounds/ NS-Nutrition Services											
	MDF	TRN	Closet	SMF - 12 Strands	PFE MDF	1		12	6	1	19
	IDF	B&G/NS	Storage	Cat5 Copper	TRN MDF			12	3	1	16
				Total Ports				2017	190	198	2405

Appendix B

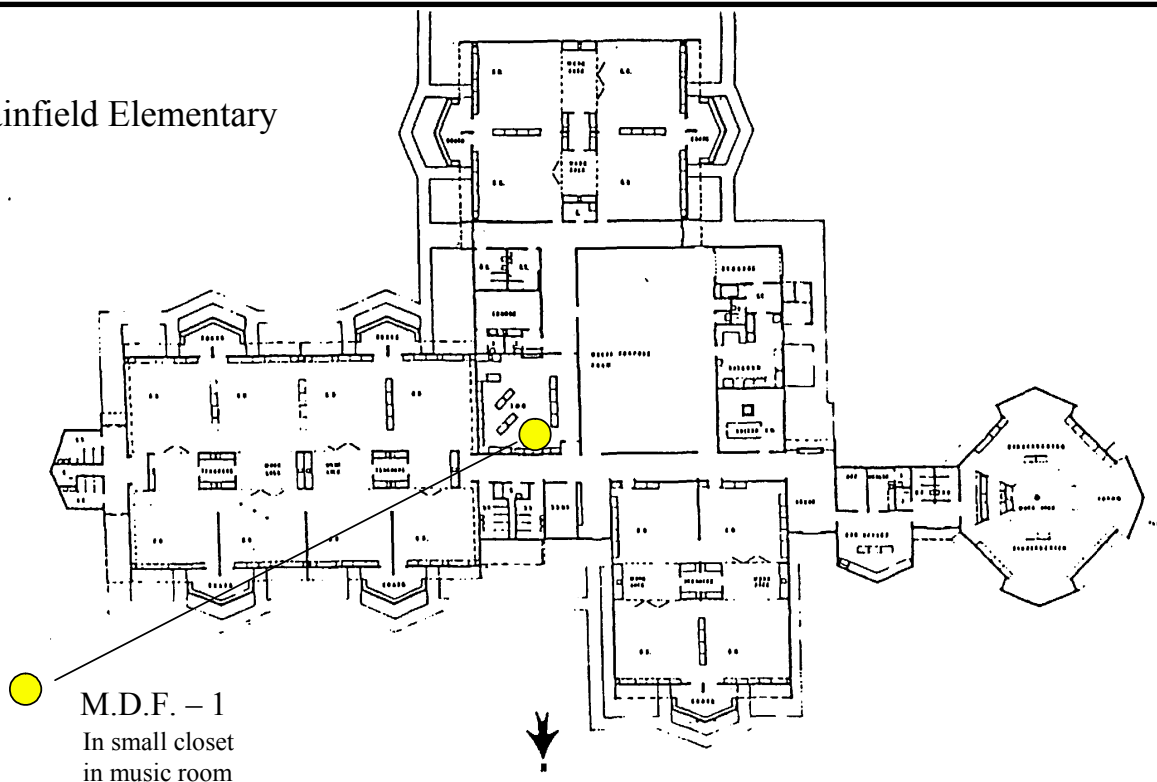
MDF & IDF at Each Building



Hemmeter Elementary



Plainfield Elementary



1. Constructed 1956, Addition 1971
2. 33,745 sq. ft.
3. Site - 20 acres
4. Renovated 1990, 1992

